



The Freeman Studio Attendance & Refund Policies

Please note that classes at The Freeman Studio are **not drop-in classes. Our teachers put in significant time and effort to select assignments and create a lesson plan every week, and your presence has direct impact on the class dynamic**

REFUNDS & CLASS CREDITS:

The Freeman Studio does not offer credit or refunds for absences or missed class due to any reason.

If an actor fully withdraws from a class cycle less than 72 hours from the first class, they are not entitled to a refund or credit. However, if the studio manager, with sufficient notice, is able to fill the open spot in class, then a credit (and not a refund) may be offered. This credit can be used towards their next class at the studio.

ATTENDANCE & ABSENCES:

Unexpected illness, changes in work schedule, or a last minute audition can affect your ability to attend class. However, you are expected to make every effort to honor the class schedule, even if it means you can only be present for a portion of class.

If you need to miss class for any reason, we'll need an email from you to let us know that you will be absent or late as soon as possible. This email must be sent to THE TEACHER and CC the studio manager at info@thefreemanstudio.com.

The subject line must read that you'll be absent or late and the corresponding date (ie ABSENT 10/24).

For scene study or partnered classes, actors are still required to attend class even when their scene partner is absent. Your teacher will provide a secondary assignment to work on during class.

Please note that excessive absences or lateness may jeopardize your ability to re-enroll in class or enroll in a future class.

HOLD DATE & SCHEDULE CHANGES:

When signing up for a class, you are also committing to the Hold Date. It is very important that you note this date so if a teacher has to reschedule a class, we automatically use the Hold Date as the make-up date. We will notify the class immediately if the hold date is going to be used.

If a class is cancelled or rescheduled beyond the hold date, you may request a class credit from the studio manager if you are unable to attend the additional make-up class. This is a special exception to our refund policy.

PAYMENT PLANS & FINANCIAL AGREEMENT:

The Studio offers both weekly and biweekly payments plans to spread out the cost of class during a cycle. The class fee remains the same whether an actor pays in full or requests a payment plan.

No actor will be allowed to attend class if they have not paid the full class fee or have completed at least one payment on their payment plan. If an actor fails to make payment without prior arrangement of a payment plan, this may result in removal from class until payment can be completed.

Please note that requesting a payment plan does not change commitment the full class schedule, including the hold date. Actors will still be responsible to complete their payment plan in full even in the case of absences, withdrawal or removal from a class.